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NOTICE

SECURITY  
1954

~~SECRET~~

INSTRUCTIONS TO EMPLOYEES REGARDING  
PLACE-OF-EMPLOYMENT QUESTIONS POSED BY PUBLIC SCHOOL DISTRICTS  
IN NEARBY VIRGINIA AND MARYLAND

1. This Notice is applicable to all headquarters employees who have children attending public schools in the counties of Virginia and Maryland adjacent to the District of Columbia. The instructions contained herein do not apply to employees whose children attend schools in the District of Columbia, nor are they applicable for purposes of credit reference, tax returns, or other business or social matters.

2. Under Public Laws 815 and 874, 81st Congress, as amended, the Department of Health, Education, and Welfare authorized payment of certain grants to school districts based on the attendance of children whose parents work in "Federal-owned" buildings or live on "Federal-owned" property. As a result of this program, the public school districts in Virginia and Maryland in the vicinity of the District of Columbia request certain information from parents at the time they register their children for school and periodically throughout the school year. The problem arises when the school districts request information regarding the name of the Agency and building in which a CIA employee works.

3. Agency supervisors at all levels will be responsible for bringing these instructions to the attention of their employees. Supervisors will determine the appropriateness of the alternatives presented below as they pertain to employees under their jurisdiction and they will provide guidance whenever necessary. Cover or security problems resulting from these instructions will be brought to the attention of Security Officers in the operating components, who will be guided by the provisions of Notice No. [ ] which has been given limited distribution.

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a. Employees who are authorized to indicate Agency affiliation (for purpose of arranging credit and other business matters, etc.) and who work in "Federal-owned" buildings (Attachment 1) will indicate the following information to the public school districts, when requested:

Employment: U.S. Government (It is not necessary to indicate CIA as place of employment since the school districts do not need to know this.)

Place Employed: 2430 E Street NW., District of Columbia

b. Overt employees working in non-"Federal-owned" property (Attachment 2) will indicate employment by the "U.S. Government." They will give the address of the actual building in which they work and indicate on the questionnaire or other form initiated by the school district that the building is not "Federal-owned" property.

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4. During the past school year (1953-54) some employees, for security reasons, have declined to give adequate replies to the school districts on this subject. It is understood that, in some cases, the school districts will contact those employees again in order to bring their records up to date concerning the past school year. If contacted for this purpose, employees should give the information, if appropriate, indicated in paragraph 3 above. It is anticipated that the school districts will withhold such inquiries until about the time of Fall 1954 registration.

5. This Notice does not apply to personnel who have been instructed not to indicate affiliation with the Agency. Guidance on this subject for such personnel is provided in Notice No. [ ]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/  
LAWRENCE R. HOUSTON  
Acting Deputy Director  
(Administration)

Attachments

DISTRIBUTION: ALL EMPLOYEES